



CITY OF RICHMOND
Recreation & Parks Commission Meeting
AGENDA

Wednesday, January 10, 2024, 6:00 pm

Council's Chambers, 440 Civic Center Plaza

This meeting is held in a building that is accessible to people with disabilities.

Board Members: Joey Smith, Chair; Aaron Rowden, Vice Chair; Allison Blakeley, Secretary; Vacant, Treasurer
Commissioners: Maryn Hurlbut, Catalin Kaser, Dani Lanis, Samantha Torres

1. **Call to Order** (3 min.)

- Pledge of Allegiance
- Land Acknowledgement

2. **Mission and Roll Call** (2 min.)

3. **Welcome and Meeting Procedures** (2 min.)

*Individuals who would like to address the Recreation and Parks Commission on relevant matters not listed on the agenda or on Department Reports for Information items not pulled for discussion, may do so under **Open Forum**.*

Public comments may be made on agenda items when the item is discussed. The standard amount of time for each speaker, in either instance, will be two (2) minutes.

4. **Agenda Review and Adoption** (1 min.)

The order in which items will be heard may be adjusted by Commissioner vote at this time. In addition, items may be removed from or placed on the Consent Calendar at this time. Individual items may be removed from Department Reports for Information for discussion, explanation, or continuance to a future meeting. In addition, the order in which items will be heard may be adjusted at this time.

5. **Open Forum** (10 min.; 2 min. per speaker)

*Issues brought to the attention of the commission in **Open Forum** cannot result in discussion or action at this meeting. Individuals who would like to address the Recreation and Parks Commission on relevant matters **not** listed on the agenda or on Department Reports for Information items **not** pulled for discussion, may do so at this time.*

6. **Announcements through the Chair** (5 min.)

7. **Consent Calendar** (2 min.)

Items on the Consent Calendar are considered matters requiring little or no discussion and will be acted upon in one motion.

- a. APPROVE minutes of the December 6, 2023 Meeting

8. **Department Reports for Information** (10 min.)

Unless items were pulled for discussion during Agenda Review, all reports are considered received and accepted by the commission requiring no further action.

- a. Public Works: Parks & Landscaping and Facilities Divisions – Greg Hardesty
- b. Community Services Division: Recreation and Neighborhood Services – Ranjana Maharaj

9. **Presentations** (15 min.)

- a. None

10. **Ad Hoc Committee Reports** (20 min.)

- a. Sustainability and Climate Responsiveness Committee (Maryn/Allison/Samantha)
- b. Youth & Associate Commissioners Initiatives (Joey/Maryn)

11. **Discussions and Action Items** (20 minutes)

- a. Nominate Committee for Election of Officers
- b. Richmond Parks Master Plan Checklist Update

Following discussion of each item, the commission may vote to make recommendations to Commissioners, staff and/or to the City Council.

12. **Commissioner Liaison Reports/Comments** (14 min; 2 min. per member)

At 8:00 PM, any items remaining on the agenda that require immediate attention may be moved to this time. All other items will be tabled to another meeting or the following commission meeting in order to make fair and attentive decisions. This meeting adjourns at 8:30 PM. The meeting may be extended by a majority vote of the commissioners.

13. **Agenda Setting for Next Meeting and Future Topics** (3 min.)

14. **Adjournment** (1 min.)

NEXT MEETING: Wednesday, February 7, 2024, at 6:00 p.m.

As presiding officer, the Recreation and Parks Commission Chair has the authority to preserve order at all Recreation and Parks Commission meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Commission, and to enforce the rules of the Commission. Any documents produced by the City and distributed to the Commission regarding any item on this agenda will be made available at the Community Services/Recreation Division located at 3230 Macdonald Avenue, Richmond, California during normal business hours.

Record of all public comments: Properly labeled public comments will be considered a public record, put into the official meeting record, available after the meeting as supplemental materials, and will be posted as an attachment to the meeting minutes when the minutes are posted: [Archive Center • Richmond • CivicEngage](#)

Procedures for Removing Consent Calendar Items from the Consent Calendar: Members of the public who request to remove an item from the consent calendar must first discuss the item with a staff member by phone or a back-and-forth email discussion, and state the name of the staff member when requesting removal of the item from the consent calendar.

Any member of the Commission who would like to remove an item from the consent calendar must notify the appropriate staff person prior to the meeting. Although members of the Commission are encouraged to ask questions and share concerns with staff ahead of the meeting, they are not required to do so.

The Recreation Division staff must be informed of any requests to remove items from the Consent Calendar.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service, or alternative format requested at least two days before the meeting. Requests should be emailed to recreation@ci.richmond.ca.us or submitted by phone at 510-620-6950. Requests will be granted whenever possible and resolved in favor of accessibility.



CITY OF RICHMOND
Recreation & Parks Commission
MINUTES

Wednesday, December 6, 2023, 6:00 PM
440 Civic Center Plaza

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Board Members: Joey Smith, Chair; Aaron Rowden, Vice Chair; Allison Blakeley, Secretary; Vacant, Treasurer
Commissioners: Maryn Hurlbut, Catalin Kaser, Dani Lanis, Samantha Torres

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Meeting called to order by Chair Joey Smith at 6:10 pm

ROLL CALL

PRESENT: Joey Smith, Aaron Rowden, Allison Blakeley, Dani Lanis, and Samantha Torres

ABSENT: Maryn Hurlbut (Excused), Catalin Kaser (Excused)

Chair Smith provided a brief overview of the meeting procedures and the Mission of the Recreation & Parks Commission.

AGENDA REVIEW

Motion by Vice Chair Rowden to approve the agenda as presented, seconded by Secretary Blakeley, and carried unanimously by a voice vote.

OPEN FORUM

Email from Cordell Hindler was introduced to invite all to the Senior Winter Ball on Saturday, December 16th, from 6:00 pm - 10:00 pm at the Richmond Auditorium; in addition, Mr. Hindler shared the new Administrative Services Coordinator will come aboard in 2024 and he asked that the Recreation & Parks Agenda be released on Friday before the meetings.

ANNOUNCEMENTS THROUGH THE CHAIR

- a.) Chair Smith advised the Next Commission meeting will be held January 10, 2024
- b.) The balance of the Commission Trust Account is \$413.08
- c.) No membership changes

CONSENT CALENDAR

The Commissioner voted to approve the minutes as written for the November 1, 2023 meeting, carried with an agreed voice vote, with Vice Chair Rowden abstaining.

DEPARTMENT REPORTS FOR INFORMATION

Parks & Landscaping Division

Tawfic Halaby, Deputy Public Works Director, shared a verbal and visual report on behalf of Greg Hardesty with the Parks and Landscaping updates throughout the city. As part of the presentation, it was reported

there is now caution signage posted due to a mountain lion concern at LaMoine Park. Vice Chair Rowden inquired as to how reports are authenticated to not alert the public to any untrue reports and Mr. Halaby will take this issue into consideration; however, in this case, Secretary Blakeley advised there were pictures to document the claims at LaMoine Park as factual.

Commissioner Torres asked for an update on Shields Reid lighting concerns and asked about the potential to convert perimeter lighting around the sports fields directly onto the fields and Mr. Halaby stated he will look into the issue.

Community Services Division – Recreation & Neighborhood Services

Troy Porter, Recreation Supervisor, provided a detailed oral and visual report on upcoming and recent Recreation activities.

PRESENTATIONS

a) RECEIVE an Update on the Universally Accessible Garden Project

Marcia Vallier from CSW ST2, along with Arleide Santos of Urban Tilth, together presented updates and schematic designs on the Urban Tilth ADA Garden at Unity Park and answered several detailed questions from the panel.

AD HOC COMMITTEE REPORTS

a.) Sustainability and Climate Responsiveness Committee (Catalin / Maryn / Allison / Samantha)

Secretary Blakeley stated along with Commissioner Torres the idea of banning single use plastic water bottles and having water bottle refill stations in parks, specifically sports fields like MLK Park, to reduce single plastic usage. Commissioner Torres presented the idea to educate and encourage youth into recycling. It was also suggested offering free water bottles as an incentive but not with more plastic as a replacement.

b.) Youth & Associate Commissioners Initiative (Joey / Maryn)

No updates provided

COMMISSIONER LIAISON REPORTS

Vice Chair Rowden commended the staff at the Parchester Community Center for their Halloween activities as it was well received in the neighborhood and a big hit in his household.

Secretary Blakeley forwarded photos of the Nevin Park grand opening ceremony of the Resilience Hub sharing photos with staff and continues to reach out to add members to the FRESHIR (fire safe trees) group.

Commissioner Lanis shared the Dirt Work Bike Park should be open in the beginning of 2024.

Commissioner Torres provided soccer field funding updates that was approved by City Council as well as updates on the JPA Tom Bates turf fields for Richmond soccer team usage; she attended the COR Winter Futsal League information night and reiterated her request to have policy signs posted at sports locations with Spanish translation specifically as to etiquette.

Chair Smith stated she has been visiting her parks and noticed that Stewart Playlot has new wood chips and she hopes they will not be lost when the rains come like last year's storms. In addition, she learned that on November 14th, there was a Ruby Bridges Walk to School event beginning at Solano Playlot to

Michelle Obama Elementary School.

AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

Chair Smith will follow up with Ranjana Maharaj, Deputy Director for Community Services-Recreation, to arrange a presentation on the Brown Act rules, as well as arranging a parks tour in early 2024. Ms. Smith was advised that an email for park tour dates was sent to the Commission for their availability.

Vice Chair Rowden would like a report on what is happening on the park signage issue that will display park guidelines in multiple languages to ensure equality to park users. Mr. Halaby further inquired as to what is needed from Public Works and a brief history was reintroduced, specifically addressing the need to have signage at all park entrances and a discussion continued including signage for field/court usage policies.

Councilmember Robinson encouraged the Recreation & Parks Commission to create a working group/task force with members of Recreation to create a current signage policy and Public Works will put them in place. In addition, Ms. Robinson recommended that Recreation staff could reach out to council to get consultation and financial support. Lastly, Ms. Robinson provided a detailed update on the ARPA funding allocations approved by City Council, with the majority going to park improvements.

Commissioner Lanis appreciated the Master Parks Plan checklist added to the Agenda Packet and would like monthly reports on the progress as part of the agenda. Mr. Lanis would also like to have an update on Humphrey Playlot, which incurred severe flooding last year, and he would like an update on what actions have been taken to avoid these issues. Commissioner Torres also expressed interest in having the Master Parks Plan checklist as an agenda discussion item.

ADJOURNMENT

The meeting adjourned at 8:06 pm

Respectfully Submitted,
Christine George
Executive Assistant

**EXISTING PARKS NEEDS SUMMARY TABLE
(BY PLANNING AREA)**

PARK TYPES: PP: Pocket Park NP: Neighborhood Park
CP: Community Park JU: Joint Use Park

CENTRAL CORE		
		Recommended Improvements
PP	Abraham Braxton Park	New lighting, new benches, re-paving, ADA compliance.
	Elm Playlot	Renovation per existing community plans. DONE
	Solano Playlot	Playlot replacement, traffic calming DONE
	Humboldt Park	Basketball court resurfacing. DONE BUT ABOUT DUE AGAIN
	Stewart Playground	Irrigation and field renovation, site furnishings.
	Clinton Playlot	Replacement.
	Humphrey Playlot	Senior amenities, improved landscaping.
	Huntington Park/Senior Annex	Senior center needs renovation. HP-DONE
	Kern Playlot	None.
	Mendocino Playlot	None.
	Monterey Playlot	None.
	Virginia Playlot	Additional site amenities for seniors.
NP	Belding- Garcia Park DONE	Master plan and major renovation, field renovation, fencing for ballfields, <u>playground renovation</u> , MOU for expansion with adjacent school.
	Burg Park	Master plan and major renovation. DONE
	Crescent Park	Renovation of two playlots. DONE
	Lucas Park	Master plan and major renovation (<u>playlot renovation</u>) → DONE
	Shields - Reid Park	Major renovations, lighting. DONE
	Wendell Park	Major renovation.
	State Court Park	Playlot and site furnishing renovation.
	Southside Park	Community Center, park expansion
	Tiller Park	Field renovation, tennis court resurfacing. DONE
	Veterans Memorial Park	Playlot renovation, improved amenities, general upgrade. DONE
	Atchison Park	Field renovation, pathway paving repair, ADA compliance, benches, drinking fountain & restroom, skate park, senior amenities, learning opportunity, basketball renovation
	Boorman Park	Master plan and major renovation, resurfacing of tot lot. PLANNING PHASE
	John F. Kennedy Park DONE	(<u>Playlot renovation</u>) field conversion to soccer has been suggested.
	Mira Vista Park	Vegetation management. ONGOING
Nevin Park	Museum landscaping renovation. DONE	

Table 4.1 - Existing Parks Needs Summary Table

RICHMOND PARKS MASTER PLAN

CENTRAL CORE		
CP	Central Richmond Greenway	Master plan and overall improvements for the length of the Greenway. ONGOING
	Martin Luther King Jr. Park	Major phased renovations per current plans, replace damaged and vacated community center. SOCCER FIELD DONE
	B. T. Anderson Jr. Park	Major field renovation – irrigation, lighting, turf, tennis court resurfacing, playlot renovation, pathway repaving, new restroom, bridge replacement over Baxter Creek and stormwater improvements, Master Plan for overall park renovation, public art, re-opening of parking lot, lighting. DONE
	Nichol Park	Field renovation, lighted soccer fields, group picnic, restroom, tennis court resurfacing. DONE
JU	Central Park	Playlot renovation.
	Kennedy Swim Center	Landscape and fence upgrades needed along with improvements in the building. DONE

HILLTOP		
PP		Recommended Improvements
	Bay Vista Park	None.
NP	Country Club Vista	Field renovation, including irrigation and turf, fencing, especially at north side.
	Parchester Park	Major renovations, resurfacing of basketball & playlots, field renovation. DONE
	Hilltop Green Park	Playlot resurfacing.
CP	Hilltop Lake Park	Additional amenities to provide more recreational opportunities (e.g. picnic, lawn bowling), stormwater management plan.
JU	Fairmede Park	Field renovation and lighting, MOU with School District (property owner).
	Hilltop Park	Playlot renovation (on school-owned portion of the site), ADA compliance.

SOUTHERN SHORELINE		
PP		Recommended Improvements
	Janice Play Lot	None.
	Sheridan Observation Point	None.
NP	Shimada Friendship Park	Friendship Rose Garden to be done for 50th anniversary of friendship with Shimada, Japan.
	Barbara & Jay Vincent Park	Playlot resurfacing, lighting repairs, boathouse DONE
	Judge Carroll Park	Field renovation, construct tennis court.
	Lucretia Edwards Park	None.
	Rosie the Riveter Park	Restroom (plans exist) needed to replace portable toilets. DONE
	Marina Bay Trails	None.
	The Plunge	Site renovation per existing plans.
CP	Marina Bay Park	Master Plan (underway), lawn renovation, restroom.

Table 4.1 - Existing Parks Needs Summary Table (con't.)

RICHMOND PARKS MASTER PLAN

EL SOBRANTE VALLEY		
NP		Recommended Improvements
	Rain Cloud Park	Playlots and furnishing renovation.
CP	La Moine Park	Renovation of one playlot, restroom DONE
JU	Oinda School Field	Field renovation (turf and irrigation), MOU.
	Valley View School Fields	Field renovation for drainage problems.
OTHERS		
NP		Recommended Improvements
	North Richmond Ball Field	Field renovation, electrical repairs – including lighting and irrigation, lighting repairs, restroom repairs DONE
CP	Pt. Molate Beach Park	Opportunities depend on development plans in surrounding area. Could be a master trailhead for Bay Trail.

Table 4.1 - Existing Parks Needs Summary Table (con't.)

**Recreation and Parks Commission
2023 Meeting Attendance**

	Term	Jan 2023	Feb 2023	Mar 2023	April 2023	May 2023	May Special 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Total Absences
Joey Smith	Appt.: 5/2/17-10/26/19 Re-appt. 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	P	P	P	P	P	P	P	P	P	P	P	0
Allison Blakeley	Appt.: 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	P	P	A	P	P	P	P	P	P	P	P	1
Maryn Hurlbut	Appt.: 3/15/16-10/26/19 Re-appt. 12/3/19-10/26/22 Re-appt. 11/01/22-10/26/25	P	P	P	E	E	E	E	E	E	E	E	E	E	10
Catalin Kaser	Appt.: 6/15/21-4/28/24	P	P	P	P	P	A	P	P	P	E	P	P	E	3
Dani Lanis	Appt.: 2/21/23-10/26/26			P	P	P	P	P	P	P	P	E	P	P	1
Aaron Rowden	Appt.: 10/26/21-10/26/24	E	A	P	P	A	P	A	A	P	P	P	E	P	6
Samantha Torres	Appt.: 12/20/22 - 10/26/25	A	P	P	P	P	P	P	P	P	P	P	P	P	1

Legend

P = Present
A = Absent
E = Excused Absence

Excused absences are:

1. Military and related military service leave
2. Bereavement
3. Attendance of Commission related conferences and meetings.